



Where is the OST Located?

The Office of the State Treasurer (OST) is located in Olympia, Washington, on Interstate 5 between Seattle, Washington and Portland, Oregon. Olympia and the surrounding Thurston County area offer numerous social, recreational, educational, and cultural opportunities. Natural features include Puget Sound, the Olympic National Park, Mt. Rainier, Mount St. Helens and the Pacific Ocean beaches.

OST Profile:

The Office of the State Treasurer (OST) has wide ranging responsibility for management of the state's financial resources. OST provides banking, investment, debt issuance, and accounting services for state government and plays a major role in providing financial services to local government. The agency has a staff of approximately 65 employees.

We are committed to promoting and maintaining public trust and confidence through consistent application of responsible financial practices, providing quality customer service, and continually striving to improve agency efficiency and productivity through the application of innovative ideas and cost-effective technology. Our supportive work environment promotes employee growth and encourages free flowing communication. For more information, please visit our website at: <http://tre.wa.gov>.

POSITION: Debt Finance Compliance Officer

SALARY: Depending on Qualifications (DOQ)

LOCATION: Olympia, Washington

OPENS: Now

CLOSES: Open Until Filled

Application packets will be reviewed as they are received. Candidates are encouraged to apply early as the OST reserves the right to make an appointment at any time.

The Office of the State Treasurer is seeking an individual to serve as a Compliance Officer responsible for compliance, disclosure, contracts and other debt related activities. The position plays an essential role in the Debt Management Team.

We are looking for a candidate with demonstrated experience in the following areas:

- ***Excellent Communication Skills***
- ***Excellent Organizational Skills***
- ***Process Improvement***
- ***Meeting Oversight and Facilitation***
- ***Excellent Presentation Skills***

The individual must be interested in developing expertise in municipal finance, particularly regarding tax and regulatory matters. OST will provide and support training opportunities.

Scope of Responsibility

The successful candidate

- Will have direct responsibility for the coordination and completion of disclosure, compliance and contracting activities that are critical to the operations of the State's Bond and Certificate of Participation Programs.
- Serves as liaison with state agencies, legislative staff, financial advisors, bond counsel, disclosure counsel and others regarding debt related functions.
- Uses financial knowledge and expertise to provide technical assistance and financial analysis related to bond activities and other debt related measures.
- Works independently, exercises independent judgment and makes sound and secure decisions within the scope of responsibility.

OST Offers...

- The state of Washington comprehensive benefits package that includes health, dental, life and long-term disability insurance
- Vacation leave
- Sick leave
- Shared leave
- Family – Medical Leave
- Military and Civil leave
- Eleven paid holidays per year
- A state retirement plan
- Deferred Compensation Program
- Deferred College Tuition Program (GET)

The OST is committed to the practice of equal employment opportunity and non-discrimination. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Stacy Pierson, OST Human Resource Office, at (360) 902-9009 or fax (360) 704-5132, or via email to stacy.pierson@tre.wa.gov

Special Note:

Candidates who are invited to an interview will be asked to sign a waiver authorizing the Office of the State Treasurer to conduct background and reference checks including credit, education verification, criminal history, and employment references.

Applicants who are determined to be finalists will be required to undergo a thorough background and reference check as part of the pre-employment selection process. This is not a commitment to employment. Finalists may also be scheduled for additional interviews.

Essential Functions

- Oversees the production of preliminary and final official statements for bond and certificate of participation offerings in the financial markets. Works with disclosure counsel and various state agencies to update state financial and economic information with each issuance.
- Obtains and distributes information to meet continuing disclosure responsibilities as defined by regulatory organizations, including annual financial information and notices of events related to outstanding debt issues as required by the Securities and Exchange Commission.
- Works with bond counsel to develop guidance and training for state agencies on relevant regulations and tax matters.
- Develops policies and procedures regarding compliance with all regulatory requirements prior to and following debt issuance.
- Manages systematic reporting system to monitor the use of proceeds of the bond and certificate of participation programs to ensure compliance with regulations of the Internal Revenue Service.
- Provides technical assistance to the administrators of the Bond and Lease Purchase Programs on new and outstanding financings with private activity components.
- Ensures the preparation and remittance of required arbitrage rebate payments to the federal government and associated Internal Revenue Service forms in accordance with IRS code.
- Engages with business operations units of the rating agencies to negotiate fees and contract related issues.
- Takes primary responsibility for negotiating and monitoring contracts with external firms who contribute to the financing process.
- Monitors contract compliance for external firms, designation of special projects and billing.
- Oversees the RFP process for the OST Debt Division.

Desirable Qualifications

A Bachelor's degree in Business Administration, Finance, Economics, Mathematics or closely allied field AND five (5) years of relevant professional experience.

OR

A Juris Doctorate degree with (5) years experience in contract drafting/negotiation and familiarity with municipal law and municipal finance.

Professional experience in financial management, financial analysis, financial and internal auditing or cash management is desired.

Compensation

Annual compensation for the position will depend on the qualifications of the candidate selected, including prior experience, educational background, and qualifications.

To be considered for this position, please submit:

- A letter of interest with a detailed description of experience which specifically addresses the Desirable Qualifications noted above (no more than two pages).
- A chronological resume with employment dates included.
- A completed OST application form with valid contact information for previous employers.

Send materials to:

Submit materials by email (preferred), fax, or postal service to:

Office of the State Treasurer
Attention: Stacy Pierson
P.O. Box 40200
Olympia, WA 98504-0200

email: Stacy.pierson@tre.wa.gov

or fax 360-704-5132

Application materials will be screened for the purposes of determining who will be selected for an interview.